



22 Air Refueling Wing
Supplement 1

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Communications and Information

RECORDS MANAGEMENT PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 33-322, 1 December 1998, is supplemented as follows:

7. Each organization with two or more Offices of Record (OR) will appoint a Functional Area Records Manager (FARM) by memo or email listing current FAS for each OR served. Organizations may fall under a Group or Wing Staff FARM. No FARM is to be appointed for a single Office of Record. There should be a minimum of one FARM per organization. Alternate FARM appointments are encouraged. A copy will be sent (or faxed to extension 4880) to the Base Records Manager (SCBR). The FARM may have the additional duties of the Privacy Act (PA) and/or Freedom of Information Act (FOIA) Monitor for the organization.

7.1. FARMS will maintain a FARM handbook with a minimum of five sections:

Section I will contain a copy of the FARM appointment letter (T37-15 R19) and the appointment letters for each Records Custodian (RC) (optional for RIMS user).
Section II will contain a copy of the RIMS generated <i>Training and SAV Schedule</i> (T37-15 R18). SCBR will visit the FARM at approximately the 24th month to start the SAV cycle. The FARM will conduct the remaining SAVs within 24 months. A copy of the AMC Form 14 is forwarded to SCBR via BITS or fax extension 4880.
Section III will contain for each Office of Record a copy of:
(a) the most recent SAV by the FARM (T37-15 R14)
(b) the most recent SAV by SCBR to the FARM (T37-15 R15),
(c) a copy of the current approved RIMS File Plan for each OR (optional for RIMS user) (T37-19 R2).
Section IV will contain emails/Cross-feed Letters, working guides, pamphlets, and working regulations (T37-14 R10).

Section V will contain other records management operations such as: Waiver from Staging Letters, equipment requests, courses, etc, (T37-19 R17).

NOTE: The handbook will be maintained according to Table 37-14, Rule 10 of AFMAN 37-139. Documents within the handbook will be maintained according to the rules stated that belong to appropriate record series. The handbook is reviewed during SCBR SAVs, and at other times as deemed necessary by records management visitors.

8. The Organization Commander or Chief of the Office of Record emails/signs the Records Custodian's appointment memo for file in the OR with copies to SCBR and the FARM.

9.1. RCs who have a FARM with Unit Level RIMS will make changes to the File Plan and request labels from their FARM. The FARM will email the File Plan data to SCBR. SCBR emails the approved File Plan data to the FARM to update the unit's RIMS and run the necessary labels and File Plan for the RC. RCs who have Unit Level RIMS will email it to SCBR for approval. SCBR will email the approved data to the RC, the RC will forward to the FARM.

NOTE: RCs or FARMS without Unit Level RIMS will make a copy of the change to the File Plan, highlight or use red ink for change(s), and forward the page to SCBR for update and approval. RCs will furnish labels for SCBR to print.

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